

## Check List for Communities

_____	Deadline to submit a Letter of Interest to State	March 12 <sup>th</sup> , 2007
_____	Regional TA Workshops	Week of March 5 <sup>th</sup>
_____	Deadline to submit questions/inquires to State	March 15 <sup>th</sup> , 2007
_____	Deadline to submit Grant Proposal to State	March 29 <sup>th</sup> , 2007

### Grant Proposal Components:

- Transmittal Letter
  - a.) Agreement w/Requirements listed in Section 1 of RFS (2.2.1)
  - b.) Summary of Ability & Desire to Supply Required Products or Services (2.2.2)
  - c.) Signature of Authorized Representative (2.2.3)
- Business Proposal
  - a.) General Section (2.3.1)
  - b.) Experience of coalition in data collection and evaluation (2.3.1)
  - c.) Company/organization Structure (2.3.2)
  - d.) Company/organization Financial Information (2.3.3)
  - e.) Integrity of Company/organization Structure & Financial Reporting (2.3.4)
  - f.) Contract Terms/Clauses (2.3.5)
  - g.) References (2.3.6)
  - h.) Registration to do Business (2.3.7)
  - i.) Authorizing Document (2.3.8)
  - j.) Subcontractors (2.3.9)
- Technical Proposal
  - a.) Statement of commitment to complete all 5 steps of SPF with adherence to issues of Cultural Competence and Sustainability
  - b.) Indicators evidencing high need/high contributor based on SEOW reports
  - c.) Completed Organizational Assessment Tool
  - d.) Completed Proposed Budget available in Section 2.5
  - e.) Memorandum of Understanding (MOU) with designated area Governor's Commission for Drug Free Indiana Community Consultant and LCC
  - f.) Statement confirming Buy Indiana status/registering business with IDOA
- Original document, 6 hard copies, CD ROM copy